Florence County Job Description

Position Title: Deputy Treasurer
Department: Treasurers Office
Reports To: County Treasurer
FLSA Status: Full-Time/Non-Exempt
Salary Range: **$19.00**
Salary Grade: **11**

Position Summary: Assists the County Treasurer according to State Statute 59.25(2), under the Treasurer's direction, in the discharge of duties outlined in Statute 59.25(3).

Essential Functions:

- Receive and receipt all funds received by the County – taxes and general funds; keep accurate lists of all.
- Accurately prepare and deposit all receipts in a timely manner.
- Keep accurate lists of all disbursements.
- Balance all transactions daily.
- Prepare monthly, quarterly, and annual reports for various State departments; and pay all associated fees.
- Mail out tax reminders periodically, or according to pre-determined schedule.
- Serve the public, either in person, by phone or electronically, with questions, tax payments, and special requests
- Assist with legal proceedings on tax foreclosures, as per In-Rem process (WI Statute 75.521).
- Other duties as assigned.

Supervisory Requirements:

- N/A

Education:

- High School degree or GED required.

Qualifications: Any equivalent combination of training and experience which provide the following:

- General accounting, Microsoft Excel & Word programs, understanding of legal descriptions and office organizational skills.
- Ability to deal effectively with the public, cooperate with related agencies and organizations and clearly interpret and apply policies and directives of the State and Personnel Committee.
- Apply departmental and county policies and procedures pertaining to confidentiality.

Physical Requirements:

- Frequently required to stand, walk, sit, use hands and fingers to handle or feel, reach with hands and arms, talk or hear. Occasionally required to stoop, kneel, or crouch.
- Regularly lift and or move up to 15 pounds and occasionally lift or move up to 25 pounds.
- Vision requirements include close, distant, color, peripheral, depth and ability to adjust focus.

Residency Requirement:

- Must live within the State of Wisconsin or will move to the State of Wisconsin within one year.

Work Environment:

- Office environment. Minimal noise level.

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Employee Acknowledgement:

I acknowledge that I have received a copy of the Deputy Treasurer job description and understand that it is my responsibility to read and understand it. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. If I have any questions about this job description or my job duties, I understand that I should ask my supervisor or department manager.

Florence County is an Equal Opportunity Employer. Florence County does not discriminate on the basis of any Wisconsin or Federal projected classification. In compliance with the ADA, Florence County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss accommodations with their employer and/or supervisor.

_____ _____

Signature Date

_____

Printed Name